

Summer 2005

SNAP News



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Working Together To Build Strong Communities

Change Requires Action

As I hit the mid-point of the year I began to realize how quickly time is passing. And I recalled the words of my granddad: "Time is too short. Make the most of what you have."

I have learned my granddad was a wise man and I have tried to take his advice. In reviewing my life I knew some changes were necessary to achieve the balance I wanted – in order to make the most of what time and resources I have. However change is difficult for me, just as it is for most people.

I started by making small changes to my daily routine. Doing things like: driving home a different way, sitting in a different seat at church, and listening to educational CDs rather than music on my daily commute. Making small changes in my routine, habits that I learned long ago, has allowed me to meet new people, be open to new ideas, and to learn more. Change is hard, but necessary. Necessary because it helps us grow personally and professionally; to develop deeper relationships with our spouse, children and co-workers; and to accomplish more in our lives.

My wife shared with me an article entitled "Embracing Change" that she found helpful. In this article there were five essential ingredients for change that rang true for me. I hope you embrace these concepts to help make changes in your life:

1. **ACTION** You can read every self-help book, attend seminars, or talk with people about how they've made changes, but unless you actually take action nothing is going to happen. Of course gaining knowledge helps. However, it's only the first step to change.
2. **FOCUS** To focus, you need a vision and a plan. How do you want your life to be different and what is your plan to change it? For every change you are trying to make, pick two or three things you can do to support that change and stick to them. Try those things for a substantial period of time before you move on to something else.
3. **DISCIPLINE** This is what will carry you through when the going gets tough. Anyone can stick to change for a week or two. It takes a disciplined mindset to make lasting change. You have to be able to pick yourself up when you fall down, brush yourself off, and try again.
4. **COURAGE** The number one reason we resist change is fear. Sometimes it can be scary to change. It is normal to feel fear. It is much more comfortable to remain status quo. To have courage is to not feel fear, but to push through the fear.
5. **SUPPORT** Change requires supportive people in your life. You need people who believe in you and who will encourage you on your journey. Sometimes you need someone to hold you accountable for what you say you're going to do. You need friends and family members who won't let you give up.

These concepts about change are not just for personal growth. I have taken them to my work place as well, just as I hope you do. Understand that action is needed for our organizations to embrace change. We must be focused and disciplined in our approach. Some times it will take a lot of courage to lead and implement change. And I hope that you are supported in your changes.



"I am so excited to see SNAP grow. It shows such a commitment to the community by the nonprofits."

Mark Payne, SNAP



Preparing for the Audit

Well in advance of the audit, the auditor should provide you with a detailed listing of the schedules and supporting documentation they will need to complete the audit. If you have uncertainty or need clarification about the request, contact them with any questions.

Have the items pulled and copied (if so requested) and compiled in a user-friendly format. During the audit:

1. Have adequate workspace with computer access and an internet connection.
2. Do not schedule leave time. Employees' absences can make it difficult for the auditors to complete their job in a timely manner. They may have to return to complete items, which results in additional costs and disruption to your business.
3. Keep track of the records released to the auditor.
4. Don't be intimidated by requests for additional information or if an occasional error is found.
5. Review findings prior to audit finalization so any issues can be resolved expeditiously.

One very important thing to remember is that your auditor is a valuable resource you can utilize throughout the year; consult with them about proposed accounting changes, unusual or difficult transactions, adoption of new standards and changes to your computer system. The auditors can provide a wealth of information regarding ways to streamline your operation and maintain internal controls - take advantage of their abilities!

Recent Meeting Topics

SNAP has expanded to provide training around the state. We have had several informative speakers this year, including the following:

Ken Kurdziel, CPA, and **Alan West**, both of James Moore & Co., P.L., spoke on "Preparing For An Audit" to a group of 30 people at the Tower Club in Gainesville on June 29.

On June 30 **Sumner Hutcheson III**, Vice President of College Advancement at Bethune-Cookman College, presented on "Fundraising: Dos and Don'ts" at the Advanced Technology Center in Daytona Beach. Mr. Hutcheson has more than 32 years of fundraising experience, including serving as Chief Executive Officer of the Central Florida Chapter of the American Red Cross from 1997 to 2002.

Also in Daytona Beach on April 28 **Bill Krizner**, the Krizner Group, spoke to a group of 25 people on "Employment Law." Mr. Krizner also spoke on June 9 in Tallahassee, this time on "How To Improve Employee Performance Problems." Owner and Operating Partner of The Krizner Group, Mr. Krizner continues to be a valuable resource to SNAP members.

On April 14 in Tallahassee **Alyce Lee Stansbury** spoke to more than 40 people on "Donor Stewardship." Ms. Stansbury is currently the Director of Development and Donor Services at the Community Foundation of North Florida.

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